

# How To Add Land and Family Members to Your Account

## **Definition of a Qualified Landowner:**

A “Qualifying Landowner” is an individual that owns or leases farm or ranch land for agricultural production, hunting leases do not apply. A partnership, corporation, or trust may designate one partner, officer, shareholder, or beneficiary as the Qualifying Landowner for lands owned by such entities.

## **Lands:**

Acreage requirements are **based on the residency of the qualifying landowner** and not the residency of the applicant.

Resident qualifying landowners must own or lease at least 80 acres of farm or ranch land used for agricultural purpose. No more than one permit can be issued per 80 acres of land owned. (E.g. 240 acres = maximum of 3 permits).

Nonresident qualifying landowners must own at least 320 acres of farm or ranch land used for agricultural purpose. Leased land does not qualify. No more than one permit can be issued per 320 acres. (E.g. 960 acres = maximum of 3 permits).

## **Immediate Family:**

Immediate family is defined as “the spouse of such person, any child or stepchild of such person or of the spouse of such person, any spouse of any such child or stepchild, any grandchild or step-grandchild of such person or of the spouse of such person, any spouse of such grandchild or step-grandchild, any sibling of such person sharing ownership in the property, and any spouse of any such sibling.”

Immediate family no longer need to live in the household or reside on the property to qualify.

Landowners may only have one limited landowner permit per species per year and one special landowner deer permit per year.

**Permits are only valid on the land listed on the permit. Land leased for hunting or recreational purposes does not qualify for a landowner permit.**

## **To look up your parcel id’s:**

County Assessor GIS websites

<https://www.nebraskamap.gov/pages/county-assessor-gis>

# How To Add Land and Family Members to Your Account

## Entering land on your account:

Go to [www.gooutdoorsne.com](http://www.gooutdoorsne.com)

Look up or log into the **Qualifying Landowner account**.

Note: If the **Qualified Landowner (QLO)** does not have an account, one must be created for them.

**For example:** Your mom owns the land, therefore she is the QLO. She has never purchased a permit therefore does not have an account in the system. An account will need to be created for her and the land added to her account.

### Select **Land Area Summaries**



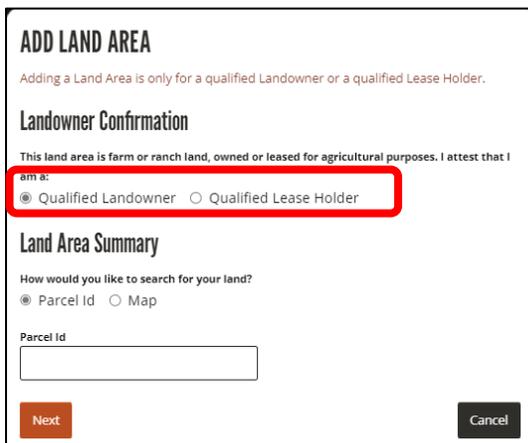
The screenshot shows a menu titled "LANDOWNER DETAILS" with a flag icon. Under this menu, "Land Area Summaries" is highlighted with a red box. Other options include "Family Associated to Land" and "Landowner Authorizations". Below this menu is another section titled "LICENSES, TAGS, PERMITS, & APPLICATIONS" with a list icon.

### Select **Add Land Area**



The screenshot shows a page titled "LAND AREA SUMMARIES" with a flag icon in the center. Below the icon, it says "No land areas have been entered for this Landowner". In the top right corner, there is a button labeled "Add Land Area" which is highlighted with a red box.

### Select **Qualified Landowner** or **Qualified Lease Holder**



The screenshot shows a form titled "ADD LAND AREA" with the instruction "Adding a Land Area is only for a qualified Landowner or a qualified Lease Holder." Under "Landowner Confirmation", it says "This land area is farm or ranch land, owned or leased for agricultural purposes. I attest that I am a:" followed by two radio buttons: "Qualified Landowner" (which is selected and highlighted with a red box) and "Qualified Lease Holder". Below this is the "Land Area Summary" section with the question "How would you like to search for your land?" and two radio buttons: "Parcel Id" (selected) and "Map". There is a text input field for "Parcel Id" and two buttons at the bottom: "Next" and "Cancel".

# How To Add Land and Family Members to Your Account

Enter the **Parcel Id** number.

Select **Next**.

## ADD LAND AREA

Adding a Land Area is only for a qualified Landowner or a qualified Lease Holder.

### Landowner Confirmation

This land area is farm or ranch land, owned or leased for agricultural purposes. I attest that I am a:

Qualified Landowner  Qualified Lease Holder

### Land Area Summary

How would you like to search for your land?

Parcel Id  Map

Parcel Id

If the Parcel Id is found, the land will be highlighted in yellow, and the land information is populated. Select **Save** to add to your account.

## ADD LAND AREA



Parcel Id

Legal Description

County

Acres

Name of Property

# How To Add Land and Family Members to Your Account

If you don't know the Parcel Id number or your parcel was not found:

Select **Map**.

Enter the **County** where the land is located and the **Owners Last Name**. Select **Next**.

## ADD LAND AREA

Adding a Land Area is only for a qualified Landowner or a qualified Lease Holder.

### Landowner Confirmation

This land area is farm or ranch land, owned or leased for agricultural purposes. I attest that I am a:

Qualified Landowner  Qualified Lease Holder

### Land Area Summary

How would you like to search for your land?

Parcel Id  Map

Address Line 1 (Street or P.O. Box) (optional)

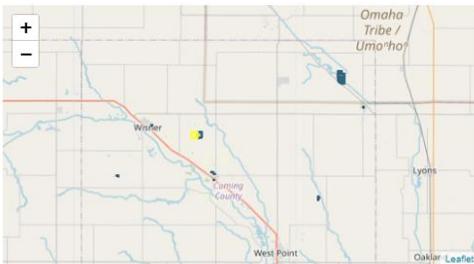
|        |                 |
|--------|-----------------|
| County | Owner Last Name |
| Cuming | ross            |

Next

Cancel

Parcels that match your search criteria will be outlined in blue.

## ADD LAND AREA



Parcel Id

Legal Description

|        |       |
|--------|-------|
| County | Acres |
| Cuming |       |

Name of Property

Back

Save

Cancel

# How To Add Land and Family Members to Your Account

Zoom in on the map and select the blue outlined parcel where your land is located. The selected parcel will highlight in yellow, and the parcel information will fill in for you. If it is not the correct parcel, zoom out or move around the map and select the correct parcel. Select **Save**.

## ADD LAND AREA



Parcel Id  
0036

Legal Description  
33 23 4 NE1/4 NE1/4

County  
Cuming

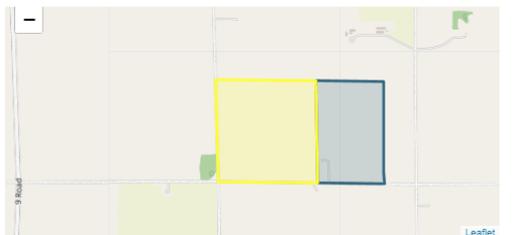
Acres  
10.05

Name of Property  
ROSS

Back Save Cancel

If you are a leaseholder fill in the number of acres you lease in the **Leased Acres** field. Select **Save**.

## ADD LAND AREA



Parcel Id  
0046

Legal Description  
1/4, 10-23-5, 155.60 AC

County  
Cuming

Acres  
154.44

Leased Acres

I attest that the leased acres provided is accurate

Name of Property  
GROS

Back Save Cancel

# How To Add Land and Family Members to Your Account

The land you have added will be displayed on the **Land Area Summaries** screen.

## LAND AREA SUMMARIES

Owned Acres: 0 | Leased Acres: 100 | Total Acres: 100

Add Land Area

**Land Area** [Edit](#) | [Remove](#)

|                            |                        |                    |                         |
|----------------------------|------------------------|--------------------|-------------------------|
| Parcel Id:                 | 0046                   | Legal Description: | 1/4, 10-23-5, 155.60 AC |
| Name of Property:          | GROSS                  | County:            | Cuming                  |
| Qualifying Landowner Type: | Qualified Lease Holder | Acres:             | 154.44                  |
|                            |                        | Leased Acres:      | 100                     |

## Add Family Members to your land

Select **Family Associated to Land**

 **LANDOWNER DETAILS**  
[Land Area Summaries](#)  
[Family Associated to Land](#)  
[Landowner Authorizations](#)

 **LICENSES, TAGS, PERMITS, & APPLICATIONS**

Select **Add Family to Land**

**FAMILY ASSOCIATED TO LAND** [Add Family to Land](#)

| CUSTOMER  | NGPC ID | RELATIONSHIP |
|---|---------|--------------|
| <br>No Family Members have been entered for this Landowner |         |              |

# How To Add Land and Family Members to Your Account

Enter the family members NGPC ID number in the **NGPC ID of Customer** field. (The NGPC ID number can be found on 2023 permits after their name) Select **Look up**.

**ADD FAMILY TO LAND**

Please enter the NGPC Id of the family member to be added.

NGPC ID of Customer

Look up

Cancel

Select the family members relationship to the Qualified Landowner (QLO) from the **Relationship** drop down list.

**ADD FAMILY TO LAND**

Please enter the NGPC Id of the family member to be added.

| Name          | NGPC ID | Relationship |
|---------------|---------|--------------|
| Test J Hannah | 1035084 |              |

Save

Cancel

**ADD FAMILY TO LAND**

Please enter the NGPC Id of the family member to be added.

| Name          | NGPC ID | Relationship |
|---------------|---------|--------------|
| Test J Hannah | 1035084 |              |

Save

- Spouse
- Child/Stepchild
- Sibling sharing ownership
- Spouse of sibling sharing ownership
- Grandchild/Stepgrandchild
- Spouse of Grandchild/Stepgrandchild
- Spouse of Child

# How To Add Land and Family Members to Your Account

Select **Save**. The family member is now added.

### ADD FAMILY TO LAND

Please enter the NGPC ID of the family member to be added.

|               |                |                     |
|---------------|----------------|---------------------|
| <b>Name</b>   | <b>NGPC ID</b> | <b>Relationship</b> |
| Test J Hannah | 1035084        | Child/Stepchild     |

**Save** **Cancel**

## FAMILY ASSOCIATED TO LAND

Add Family to Land

| CUSTOMER    | NGPC ID | RELATIONSHIP    |   |
|-------------|---------|-----------------|---|
| Test Hannah | 1035084 | Child/Stepchild | x |

## Landowner Authorizations

On the family member's home page, the land they are associated with is listed under **Landowner Authorizations**.

 **LANDOWNER DETAILS**

- [Land Area Summaries](#)
- [Family Associated to Land](#)
- [Landowner Authorizations](#)**

 **LICENSES, TAGS, PERMITS, & APPLICATIONS**

## LANDOWNER AUTHORIZATIONS

Customer has been added to the following Landowners' Authorizations:

| CUSTOMER  | NGPC ID | RELATIONSHIP |
|---|---------|--------------|
| Rather Paddfishing<br><a href="#">Show Land Summaries</a> > | 2495837 | Spouse       |

Select **Show Land Summaries** to display the land that the family member is associated with.

## LANDOWNER AUTHORIZATIONS

Customer has been added to the following Landowners' Authorizations:

| CUSTOMER  | NGPC ID | RELATIONSHIP |
|---|---------|--------------|
| Rather Paddfishing<br><a href="#">Hide Land Summaries</a> ^ | 2495837 | Spouse       |

|                                   |                        |                           |                |
|-----------------------------------|------------------------|---------------------------|----------------|
| <b>Parcel Id:</b>                 | 681.00                 | <b>Legal Description:</b> | 10.23 5 SW 1/4 |
| <b>Name of Property:</b>          | GRO                    | <b>County:</b>            | Cuming         |
| <b>Qualifying Landowner Type:</b> | Qualified Lease Holder | <b>Acres:</b>             | 154.44         |
|                                   |                        | <b>Leased Acres:</b>      | 100            |